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THE MINISTER OF EDUCATION



ONTARIO

DEPARTMENT OF EDUCATION

COMMERCIAL SUBJECTS BOOK LIST



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COMMERCIAL SUBJECTS BOOK LIST

The Commercial Subjects Book List is intended to provide a selection of books for the purposes of the Special Vocational Book Grant for Library Books. The books have been recommended for this List by inspectors of commercial subjects and by librarians of commercial and composite secondary schools.

A statement of the terms and conditions of the Special Vocational Grant for Library Books is to be found in Memorandum: 41 of January 22, 1964 which has been reprinted below:

Attention is also directed to the following:

Boards are not restricted to selection from this Book List for grant purposes.

Although many of the books which are listed in Circular 14 and Supplements and in Curriculum R.P.-31, re-appear in the Commercial Subjects Book List, the Commercial Subjects Book List is not to be considered as a list of approved books from which the selection of pupil text-books is made under Schedules B or C of Circular 14.

The books on the Commercial Subjects Book List are not eligible for grant purposes under the terms of Memorandum: 68, of May 22, 1964 which concerns expenditures for library books for elementary schools.

SPECIAL VOCATIONAL GRANT FOR LIBRARY BOOKS

As a result of an agreement between the Federal Government and the Provincial Government, a special vocational grant has been made available on expenditures for certain library books for use in new vocational schools or vocational additions built under the Technical and Vocational Training Agreement. These expenditures will be considered for grant purposes under certain conditions.

1. Only books which are directly related to science and the practical subjects of approved technical, trade, commercial or other occupational training programmes will be considered for grant purposes. General reference books are not eligible.

2. Expenditures made after April 1, 1961, for books for new vocational schools and for vocational additions to existing schools provided under the Technical and Vocational Training Agreement are eligible, but expenditures for books purchased for facilities added by alteration to an existing school are not eligible.

3. It is understood that such books will be part of a central school library under the supervision of a librarian or teacher charged with developing and maintaining a library service for a school.

4. The total cost of approved books for grant purposes in any school will be limited in accordance with the number of shops, laboratories, commercial and other vocational rooms which were approved in our Letter of Final Approval and which are clearly devoted to approved technical, commercial or other occupational classes under the terms of the technical and Vocational Training Agreement.

5. Boards will be reimbursed by the Federal and Provincial Governments in an amount of 75 percent of the cost of approved books not exceeding an amount calculated as follows:

- (a) \$500 for library and
- (b) \$300 for each shop, laboratory, commercial room or vocational art room which is part of the approved vocational facilities.

In order to facilitate the handling of applications for approval of expenditures for the library books the following procedure should be noted:

1. One application only will be considered for approval for each separate building project.

2. Eight copies of each application must be submitted in the manner indicated on the enclosed Form 1 and be supported by a corresponding number of copies of the lists of books for which approval for grant purposes is requested as indicated on Form 2. Not more than four copies of any one title may be included in these lists.

3. After approval for grant purposes has been received by the board, the receipted original and one copy of each invoice for approved books should be submitted for payment with a master sheet attached summarizing the submission and indicating the project for which the claim is made.

Meigs, et al.	ACCOUNTING (The Basis for Business Decisions) 1st ed.	McGraw-Hill 1964	\$ 9.50
Mayne, et al.	ACCOUNTING FOR SECRETARIES 2nd ed.	Gregg 1957	5.45
Milroy, et al.	ACCOUNTING THEORY AND PRACTICE	Houghton, Mifflin Thomas Nelson 1960	10.20
	BANK ACT Statute of Canada	Queen's Printer Ottawa	1.00
Seggie, et al.	BASIC BOOKKEEPING Revised ed.	Pitman 1964	3.25
Seggie, A.P.	BASIC ACCOUNTING PRACTICE 1st ed.	Pitman 1958	3.75
	BILLS OF EXCHANGE ACT RSC 1952, Chapt. 15	Queen's Printer Ottawa	.75
Freeman, et al.	BOOKKEEPING AND ACCOUNTING SIMPLIFIED, 1st year Course 2nd ed.	Gregg 1958 (McGraw-Hill)	6.80
Rosenberg, et al.	BUSINESS MATHEMATICS 6th ed.	Gregg 1963 (McGraw-Hill)	5.65
Leonard, et al.	CANADIAN ACCOUNTING PRACTICE 2nd ed.	McGraw-Hill 1963	6.75
Sparling, A.E.	CANADIAN BOOKKEEPING PRACTICE 1st ed.	McGraw-Hill 1961	3.10
	COMPANIES ACT RSC, 1952, Chapt. 53	Queen's Printer Ottawa	1.30
Taylor, A.	DEBIT EQUALS CREDIT 1st ed.	Gage 1962	3.65
Ferguson, et al.	ELEMENTS OF ACCOUNTING 3rd ed.	Pitman	3.00
	HOURS OF WORK AND VACATION WITH PAY ACT	Dept. of Labour	Free

BOOKKEEPING AND ACCOUNTING

MINIMUM WAGES ACT

Dept. of Labour

Free

Bennett, et al.	NEW COURSE BOOKKEEPING 3rd ed.	Ryerson 1939	2.00
Hillmer, G.P.	PREPARING THE PAYROLL 12th ed.	Pitman	.85
Finney, et al.	PRINCIPLES OF ACCOUNTING 6th ed.	Prentice-Hall 1963	9.70
Leonard, et al.	THEORY AND PRACTICE OF CANADIAN ACCOUNTING, 1st ed.	McGraw-Hill 1960	7.25
Carlson, et al.	TWENTIETH CENTURY BOOKKEEPING & ACCOUNTING - Introductory 21st ed.	Gage 1959	3.65
Carlson, et al.	TWENTIETH CENTURY BOOKKEEPING AND ACCOUNTING - Advanced 21st ed.	Gage 1958	4.85
	UNEMPLOYMENT INSURANCE ACT SC 1955, Chapt. 50	Queen's Printer Ottawa	.75
	CONDITIONAL SALES ACT, The RSO 1960, Chapt. 61	Queen's Printer Toronto	.20
	CORPORATION ACT, The RSO 1960, Chapt. 7	Queen's Printer Toronto	.75
	LANDLORD AND TENANT ACT	Queen's Printer Toronto	.75
	LIMITATIONS ACT RSO 1960, Chapt. 214	Queen's Printer Toronto	
	PARTNERSHIP ACT RSO 1961	Queen's Printer Toronto	
	SALE OF GOODS ACT, The RSO 1960, Chapt. 358	Queen's Printer Toronto	.25

BUSINESS ARITHMETIC

Day, et al.	ACCURACY AND SPEED IN CALCULATION 1st ed.	Ryerson 1956	.85
Mitchell, J.V.	APPLIED BUSINESS CALCULATION- Canadian ed.	McGraw-Hill 1952	1.35
Piper, et al.	APPLIED GENERAL MATHEMATICS 2nd ed.	Gage 1960	4.60
McMackin, et al.	ARITHMETIC OF BETTER BUSINESS, The, 1st ed.	Ginn 1959	4.20
Jennings, et al.	ARITHMETIC FOR CANADIAN BUSINESS 1st ed.	Pitman 1958	1.95
Rosenberg, et al.	BUSINESS MATHEMATICS: EXERCISES, PROBLEMS AND TESTS Revised	McGraw-Hill 1959	2.35
Keast, et al.	CANADIAN BUSINESS ARITHMETIC, Part 1, Revised 2nd ed.	Pitman 1953	1.65
Keast, W.	CANADIAN BUSINESS ARITHMETIC Part 2, Revised 2nd ed.	Pitman 1953	1.95
Lund, C.	CANADIAN BUSINESS MATHEMATICS Book 1, 1st ed.	McGraw-Hill 1962	3.00
Lund, C.	CANADIAN BUSINESS MATHEMATICS Book 11, 1st ed.	McGraw-Hill 1964	3.00
Brown, W.E.	CANADIAN STANDARD BUSINESS ARITHMETIC, Canadian ed.	Pitman	1.50
Mayo, L.G.	COMMUNICATIONS HANDBOOK FOR SECRETARIES: A GUIDE TO EFFECTIVE WRITING AND SPEAKING, 1st ed.	McGraw-Hill 1958	7.70
Sheppard, et al.	COMPOUND INTEREST, 1st ed.	University of Toronto Press 1960	5.95
Beech, W.K.	GRADED EXERCISES IN RAPID CALCULATION Revised ed.	Pitman	1.25
Day, C.R.A.	JUNIOR COMMERCIAL ARITHMETIC 1st ed.	Ryerson 1952	1.75
Ferns, H.H.	MATHEMATICS OF CANADIAN FINANCE 1st ed.	McGraw-Hill 1963	6.95

BUSINESS ARITHMETIC

Bennet, et al.	MENTAL DRILLS IN RAPID CALCULATION Canadian ed.	Pitman	.50
Henry, et al.	PRACTICAL DRILLS IN RAPID CALCULATION Revised ed.	Pitman	.90
Huffman, H.	PROGRAMMED BUSINESS MATHEMATICS Parts 1, 2,3,4 1st ed.	McGraw-Hill 1 and 2 - 1962 3 and 4 - 1963	2.60 each
Park, A.J.	RAPID CALCULATION 1st. ed.	Pitman 1964	1.00
Day, C.R.A.	SENIOR COMMERCIAL ARITHMETIC	Ryerson 1955	2.00

BUSINESS CORRESPONDENCE

Handy, R.S.	BUSINESS CORRESPONDENCE IN PRACTICE A Workbook Course 3rd ed.	Pitman 1962	3.50
Stewart, et al.	BUSINESS ENGLISH AND COMMUNICATIONS 2nd ed.	McGraw-Hill 1961	5.65
Larson, G.	BUSINESS ENGLISH ESSENTIALS 2nd ed.	Gregg 1959 (McGraw-Hill)	3.20
Handy, et al.	BUSINESS ENGLISH IN PRACTICE 2nd ed.	Pitman 1956	2.85
Warner, E.	BUSINESS LETTER WRITING, APPLIED ENGLISH & FILING, Revised, 25th ed.	Pitman 1958	2.40
	BUSINESS TERMS, PHRASES AND ABBREVIATIONS 12th ed.	Pitman 1961	2.40
Warner, E.	CANADIAN COMMERCIAL CORRESPONDENCE 3rd ed.	Pitman 1963	2.10
Smith, C.E.	CUMULATIVE SPELLER: COMMERCIAL STUDENT'S EDITION	Pitman	1.10
Brendel, et al.	DRILL AND EXERCISES: PROGRAMMED FOR THE TYPEWRITER 1st ed.	McGraw-Hill 1964	1.70
Aurner, et al.	EFFECTIVE ENGLISH FOR BUSINESS 5th ed.	South-Western (Gage) 1962	4.85

BUSINESS CORRESPONDENCE

Shurter, R.L.	EFFECTIVE LETTERS IN BUSINESS 2nd ed.	McGraw-Hill 1954	4.25
Hager, et al.	ENGLISH OF BUSINESS, The 2nd ed.	McGraw-Hill	2.75
Myers	LETTERS FOR ALL OCCASIONS 1st ed.	Ryerson 1952	1.10
Shaffer, et al.	McGRAW-HILL HANDBOOK FOR ENGLISH 1st ed.	McGraw-Hill 1964	3.95
Waugh, et al.	MODERN BUSINESS LETTERS Revised	Ryerson 1950	2.50
Fowler	SPEAKING AND WRITING 2nd ed.	Ryerson 1951	1.00
Downes, W.J.	SPELLING AND VOCABULARY STUDIES 1st ed.	Pitman 1950	1.55
Dickinson, G.H.	VOCATIONAL SPELLER, Revised 2nd ed.	Pitman 1963	1.55
Herbert, A.P.	WHAT A WORD 1st ed.	Ryerson 1956	2.95
Lamb, M.M.	WORD STUDIES 5th ed.	Gage 1963	2.65
Shurter, R.L.	WRITTEN COMMUNICATION IN BUSINESS 2nd ed.	Gregg 1964 (McGraw-Hill)	8.85

BUSINESS FINANCE

O'Brien, J.W.	CANADIAN MONEY AND BANKING 1st ed.	McGraw-Hill 1964	6.75
Ashley, et al.	CORPORATION FINANCE 1st ed.	Macmillan of Canada 1956	3.75
Silverstein, N.L.	CORPORATION FINANCE SIMPLIFIED	General Publishing 1949	5.25
Kamm, J.O.	MAKING PROFITS IN THE STOCK MARKET Revised edition	World Publishing 1959 (Nelson, Foster & Scott)	4.50
Goldring, C.W.	HOW TO INVEST FOR BIGGER PROFITS	MacLean Hunter 1957	3.00

BUSINESS LAW

Babb, et al.	BUSINESS LAW 1st ed.	Ryerson 1964	2.15
Jennings	CANADIAN LAW 2nd ed.	Ryerson 1964	2.25
Falconbridge, et al.	MANUAL OF CANADIAN BUSINESS LAW Eastern 4th ed.	Pitman 1963	2.30
Schneider, et al.	PERSONAL BUSINESS LAW 3rd ed.	Gregg 1963 (McGraw-Hill)	6.10
Anger, et al.	SUMMARY OF CANADIAN COMMERCIAL LAW 18th ed.	Pitman 1962	3.00

BUSINESS MACHINES

Dool, J .H.	BUSINESS MACHINE EXERCISES 1st ed.	McGraw-Hill 1963	1.60
English, et al.	BUSINESS MACHINE PROJECTS 1st ed.	Pitman 1961	.95
	COMPTOMETER COURSE FOR BUSINESS TRAINING Student Edition	Comptometer	1.85 Soft Cover
	FRIDEN CALCULATOR CLASSROOM MANUAL Revised	Friden 1959	Free
	GET MORE OUT OF YOUR ADDING MACHINE	National Cash Register	Grati
	HOW TO OPERATE THE NATIONAL LIVE KEYBOARD ADDING MACHINE	National Cash Register	Free
Walker, et al.	HOW TO USE ADDING AND CALCULATING MACHINES 2nd ed.	McGraw-Hill 1960	3.65
Meehan, et al.	HOW TO USE ADDING MACHINES, TEN KEY, FULL KEY, PRINTING CALCULATOR 1st ed.	McGraw-Hill 1962	2.70
Fasnacht, et al.	HOW TO USE BUSINESS MACHINES 2nd ed.	McGraw-Hill 1962	2.55
Meehan, J.R.	HOW TO USE THE CALCULATOR AND THE COMPTOMETER 5th ed.	Gregg 1964 (McGraw-Hill)	2.35
Kenyon, R.G.	I CAN LEARN ABOUT CALCULATORS AND COMPUTERS 1st ed.	Harper 1961 (Copp-Clark)	3.60

BUSINESS MACHINES

Monroe	MACHINE ACCOUNTING FOR ACCOUNTS RECEIVABLE	Monroe 1963	No Charge
English et al.	MACHINE CALCULATION, Canadian 1st ed.	Pitman 1956	2.25
Agnew, P.L.	MACHINE OFFICE PRACTICE 1st ed.	Gage 1959	2.85
	MONROE OFFICE PRACTICE COURSE	Monroe 1939	Free
Agnew, et al.	OFFICE MACHINES COURSE 3rd ed.	Gage 1962	1.65
	ONE-SIXTY, Front Feed Bookkeeping Operators Manual	National Cash Register	Free
Agnew, et al.	TEN-KEY ADDING LISTING MACHINE COURSE 3rd ed.	Gage 1963	1.65
Agnew, et al.	FULL-KEYBOARD ADDING LISTING MACHINE COURSE 3rd ed.	Gage 1963	1.45
	TEN-KEY ADDING MACHINE	National Cash Register	No Charge
	MARCHANT SCHOOL MANUAL TEACHER'S GUIDE PRACTICE PROBLEMS FOR MARCHANT CALCULATOR	Marchant	No Charge
Agnew, et al.	ROTARY CALCULATOR COURSE 4th ed.	Gage 1962	1.65
	UNDERWOOD-OLIVETTI DIVISUMMA 24 - 30 Lesson Practice Course	Underwood	2.50
	LEARNING THE BURROUGHS CALCULATOR C-2075 Instructor's Manual C-2076	Burroughs	C-2075 - 2.6 C-2076 - 1.1
Agnew, et al.	KEY-DRIVEN CALCULATOR COURSE 4th ed.	Gage 1962	1.95
Calladine	MANUAL FOR BUSINESS MACHINES 1st ed.	Ryerson 1964	2.75
	SECRET OF SPEED IN ADDING MACHINES OPERATION, The	Victor Comptometer	1.00

BUSINESS MACHINES

Kerfoot, et al.	STUDENT'S MANUAL FOR BUSINESS MACHINES 1st ed.	Ryerson 1948	1.20
	VICTOR INSTRUCTION WORKBOOK (Adding Machine-Calculator)	Victor Comptometer	Free

BUSINESS ORGANIZATION AND MANAGEMENT

Thain, et al.	BUSINESS ADMINISTRATION IN CANADA 1st ed.	McGraw-Hill 1961	9.95
Johnston, H.	BUSINESS ETHICS 2nd ed.	Pitman 1961	6.00
Murphy, T.P.	BUSINESS OF YOUR OWN, A 1st ed.	McGraw-Hill 1956	5.40
McKague, W.A.	BUSINESS ORGANIZATION AND ADMINISTRATION 3rd ed.	Pitman	3.00
Tonne, et al.	BUSINESS PRINCIPLES ORGANIZATION AND MANAGEMENT 2nd ed.	Gregg 1963 (McGraw-Hill)	6.25
Shilt, et al.	BUSINESS PRINCIPLES AND MANAGEMENT 4th ed.	South-Western (Gage) 1961	5.05
Robinson, E.M.	COLLEGE BUSINESS ORGANIZATION AND PRACTICE 3rd ed.	Gregg 1953 (McGraw-Hill)	5.75
	HOW TO RUN A BUSINESS	Queen's Printer Ottawa	.50
Glos, R.E.	INTRODUCTION TO BUSINESS 5th ed.	South-Western (Gage) 1963	7.60
Jucious, et al.	INTRODUCTION TO BUSINESS	General Publishing 1961	11.30
Musselman, et al.	INTRODUCTION TO MODERN BUSINESS Analysis & Interpretation 4th ed.	Prentice-Hall	9.20
O.E.C.D. Publication	MODERN MANAGEMENT	Queen's Printer 1964	2.00
Cruden, et al.	PERSONNEL MANAGEMENT 2nd ed.	South-Western (Gage) 1963	8.40

BUSINESS ORGANIZATION AND MANAGEMENT

Musselman, et al.	TEACHING BOOKKEEPING AND ACCOUNTING 1st ed.	Gregg 1960 (McGraw-Hill)	6.55
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BUSINESS PRACTICE AND RECORD KEEPING

Bruce, et al.	BUSINESS FUNDAMENTALS Revised ed.	McGraw-Hill 1961	3.00
Sparling, A.E.	CANADIAN RECORD KEEPING PRACTICE 1st ed.	McGraw-Hill 1957	2.85
Price, et al.	GENERAL BUSINESS FOR EVERYDAY LIVING 2nd ed	McGraw-Hill 1960	5.85
Heiges, et al.	GENERAL RECORD KEEPING 4th ed	Gregg 1959 (McGraw-Hill)	5.15
Neeb, W.B.	MODERN BUSINESS PRACTICE Revised ed.	Ryerson 1964	2.75
Wheland, et al.	RECORD KEEPING FOR EVERYONE Canadian edition	Gage 1957	2.70

DATA PROCESSING

Wanous, et al.	AUTOMATION OFFICE PRACTICE 1st ed.	South-Western (Gage) 1964	1.65
Wanous, et al.	AUTOMATION OFFICE PRACTICE SET 1st ed.	South Western (Gage) 1964	3.90
E.B.T.A.Publication	BUSINESS EDUCATION FOR THE AUTOMATED OFFICE, Volume 37	New York University Campus Stores 1964 Order Direct	5.00
Swerdfeger, R.C.	BUSINESS PRACTICE - IN OUR PERSONAL LIFE: IN OUR SOCIAL AND COMMUNITY LIFE: IN OUR BUSINESS LIFE, Canadian 1st ed.	Pitman 1963	2.50
	CARD PUNCH EXERCISE GUIDE (with Tape)	I.B.M.	
	CARD PUNCH Manual (with Tape)	I.B.M.	
	CARD PUNCH MANUAL 024-026	I.B.M.	.99

DATA PROCESSING

Kohl, M.	COMPUTERS IN BUSINESS 1st ed.	Gage 1964	1.75
Beattie, et al.	ESSENTIALS OF BUSINESS PRACTICE Revised edition	Pitman 1964	2.10
	GENERAL INFORMATION MANUAL: DATA PROCESSING COURSES IN VOCATIONAL AND SECONDARY SCHOOLS F-20-8087	I.B.M.	1.25
	GENERAL INFORMATION MANUAL- INTRODUCTION TO I.B.M. DATA PROCESSING SYSTEMS F-22-6517-1	I.B.M.	1.25
	HANDBOOK ON DATA PROCESSING	Queen's Printer Ottawa	
	I.B.M. MANUAL OF OPERATION REFERENCE MANUAL 77 COLLATOR, 224-3185-4	I.B.M.	1.65
	I.B.M. REFERENCE MANUAL 402 ACCOUNTING MACHINE, 224-066-28	I.B.M.	
	I.B.M. SYSTEMS REFERENCE LIBRARY A26-5835-0	I.B.M.	.20
Oakford, R.V.	INTRODUCTION TO ELECTRONIC DATA PROCESSING EQUIPMENT 1st ed.	Gregg 1962 (McGraw-Hill)	11.40
	INTRODUCTION TO I.B. M. PUNCHED CARD DATA PROCESSING F20-0074	I.B.M.	1.10
Trotter, et al.	JUNIOR CLERK, The 3rd ed.	Pitman, 1964	2.30
Van Ness, R.G.	PRINCIPLES OF PUNCHED CARD DATA PROCESSING	Business Press 1964	8.75
McGill, D.	PUNCHED CARDS: DATA PROCESSING FOR PROFIT IMPROVEMENT 1st ed.	McGraw-Hill 1962	8.15
Amster, et al.	RECORD KEEPING IN BUSINESS (Elementary) Canadian edition	Pitman	2.50

DATA PROCESSING

REFERENCE MANUAL, I.B.M. OPERATOR'S GUIDE, A24-1010-0	I.B.M.	3.20
REFERENCE MANUAL, I.B.M. 548 522 Interpreters 224-6384-2	I.B.M.	.60
REFERENCE MANUAL I.B.M. 82, 83 and 84 Sorters A24-1034-1	I.B.M.	.55
REFERENCE MANUAL I.B.M. 513 514 Reproducing Punches, A24-1002-2	I.B.M.	1.20
REFERENCE MANUAL I.B.M. 602 CALCULATING PUNCH, A26-0506-2	I.B.M.	4.00
REFERENCE MANUAL I.B.M. FUNCTIONAL WIRING PRINCIPLES A 24-1007-0	I.B.M.	3.35

DISTRIBUTIVE EDUCATION

Seguin, G.E.	BASIC RETAILING 1st ed.	Pitman 1964	3.60
Black, H.	BUY NOW, PAY LATER 1st ed.	Morrow 1961 (George J. McLeod)	5.00
Cole, et al.	CONSUMER AND COMMERCIAL CREDIT MANAGEMENT Revised edition	General Publishing 1964	12.00
Logan, et al.	FACTS ABOUT MERCHANDISE 1st ed.	Prentice Hall 1962	6.75
Potter, et al.	FIBER TO FABRIC 3rd ed.	McGraw-Hill 1959	5.65
Whiting, P.H.	FIVE GREAT RULES OF SELLING, The Revised, 2nd ed.	McGraw-Hill 1957	4.45
Rowse, et al.	FUNDAMENTALS OF ADVERTISING, 6th ed.	South-Western (Gage) 1957	4.30
Wingate, et al.	FUNDAMENTALS OF SELLING, 8th ed.	Gage 1964	4.95
Schaffer, H.	HOW TO BE A SUCCESSFUL RETAILER IN CANADA 1st ed.	McGraw-Hill 1961	6.55

DISTRIBUTIVE EDUCATION

Hass, K.B.	HOW TO DEVELOP SUCCESSFUL SALESMEN ed.	1st	McGraw-Hill 1963	7.55 Hard Cover
Levitt, T.	INNOVATION IN MARKETING	1st ed.	McGraw-Hill 1962	6.10
Wingate, et al.	KNOW YOUR MERCHANDISE,	3rd ed.	Gregg 1964 (McGraw-Hill)	7.35
Witzsky, H.K.	MODERN HOTEL - MOTEL MANAGEMENT METHODS		General Publishing 1963	9.75
Literman	NEW ART OF SELLING		Harper 1957 (Longmans)	5.95
Group College Retailing Professors	PRINCIPLES OF RETAILING	1st	Pitman 1957	7.00
Wingate, et al.	RETAIL MERCHANDISING	6th ed.	Gage 1963	5.25
Richert, et al.	RETAILING PRINCIPLES AND PRACTICES 4th ed.		Gregg 1962 (McGraw-Hill)	6.25
Hass, et al.	SALES HORIZONS	2nd ed.	Prentice Hall 1963	5.10
Bell, H.S.	SALESMAN'S RAINBOW, The	1st ed.	Prentice Hall 1962	6.00
Gregory, et al.	SALESMANSHIP	3rd ed.	Pitman 1962	2.50
Robinson, et al.	STORE SALESMANSHIP	5th ed.	Prentice Hall	4.95
Ivey, et al.	SUCCESSFUL SALESMANSHIP,	4th ed.	Prentice Hall 1961	9.20
Russell, et al.	TEXTBOOK OF SALESMANSHIP	7th ed.	Gregg 1963	8.65

PENMANSHIP

Lyon, L.H.	APPLIED PENMANSHIP	2nd ed.	South-Western (Gage) 1960	1.50
Bailey, J.J.	BAILEY METHOD OF PENMANSHIP, Canadian 1st ed.		Pitman	.75
Bailey, J.J.	ONTARIO WRITING COURSE, Book 3		Gage	.40

SHORTHAND AND SECRETARIAL PRACTICE

Gregg, et al.	APPLIED SECRETARIAL PRACTICE 5th ed.	Gregg 1962 (McGraw-Hill)	5.60
Place, et al.	COLLEGE SECRETARIAL PROCEDURES 3rd ed.	Gregg 1964 (McGraw-Hill)	6.25
Taylor, J.W.	COMMENTARY ON PITMAN'S SHORTHAND New Era	Pitman	5.50
Mayo, L.G.	COMMUNICATIONS HANDBOOK FOR SECRETARIES: A GUIDE TO EFFECTIVE WRITING AND SPEAKING 1st ed.	McGraw-Hill 1958	7.70
Forkner, et al.	CORRELATED DICTATION AND TRANSCRIPTION 5th ed.	Pitman 1960	4.00
Beamer, et al.	EFFECTIVE SECRETARIAL PRACTICES 4th ed.	South-Western (Gage) 1962	7.90
	ENGLISH AND SHORTHAND DICTIONARY Library 7th ed.	Pitman 1964	4.00
Grossman, J.	GRADED OFFICE STYLE DICTATION	Pitman 1952	2.50
Walsh, J.V.	GRADED READING AND DICTATION STUDIES Centennial	Pitman	2.25
Leslie, et al.	HANDBOOK FOR THE LEGAL SECRETARY 1st ed.	McGraw-Hill 1958	7.10
Bredow	HANDBOOK OF THE MEDICAL SECRETARY 4th ed.	McGraw-Hill 1959	7.10
Klingman, M.I.	HOW TO WRITE 240 W.P.M. IN PITMAN SHORTHAND 3rd ed.	Pitman 1964	5.00
Sidney, et al.	INTRODUCTION TO TRANSCRIPTION 1st ed.	Pitman 1955	1.55
	NEW BASIC COURSE IN PITMAN SHORTHAND 1st ed.	Pitman 1962	2.30
Aitchison, R.J.	PITMAN ADVANCED DICTATION COURSE Canadian	Pitman	1.90
	PITMAN MEDICAL DICTATION	Pitman	2.50
	PITMAN SHORTHAND DICTATION AND TRANSCRIPTION Canadian	Pitman	1.95

SHORTHAND AND SECRETARIAL PRACTICE

	PITMAN'S SHORTHAND DICTIONARY 11th ed.	Pitman	2.50
	PITMAN SHORTHAND RULES AND VOCABULARIES 2nd ed.	Pitman 1956	1.00
	PITMAN SHORTHAND PROGRESSIVE SKILL DEVELOPMENT New Era 1st ed.	Pitman	1.60
	PITMAN THEORY RECORDS SET No. 64 Lesson 1-30 New Basic; 40-60 w.p.m.	Pitman	6.00
	PITMAN THEORY RECORDS SET No. 65 Lessons 31-60 New Basic; 50-80 w.p.m.	Pitman	6.00
Carr, A.	PRACTICE IN LEGAL STENOGRAPHY 2nd ed.	Pitman 1960	3.45
Agnew, et al.	SECRETARIAL OFFICE PRACTICE 6th ed.	Gage 1960	4.60
Pendery, et al.	SECRETARIAL OFFICE PRACTICE FOR COLLEGES 4th ed.	Gage 1960	4.05
Lee, et al.	SECRETARIAL PRACTICE FOR COLLEGES 1st ed.	Gregg 1960 (McGraw-Hill)	4.35
	SECRETARIAL STUDY GUIDES Vols. 1 & 11	National Secretaries Association (Inter.)	
Strongy, et al.	SECRETARY AT WORK: A TEXT WORKBOOK IN SECRETARIAL PROCEDURE, The 2nd ed.	Gregg 1958	3.15
Taintor, et al.	SECRETARY'S HANDBOOK, The 8th ed.	MacMillan 1958	7.15
Moser, P.	SHORTHAND SPEED DRILLS	Pitman 1955	3.50
	STEPS TO SUCCESS IN SHORTHAND Book 1 Shorthand Edition	Pitman 1947	3.00
	STEPS TO SUCCESS IN SHORTHAND Book 11 Shorthand Edition	Pitman 1948	3.00
	STUDENT'S SHORTHAND DICTIONARY AND PHRASE BOOK	Pitman	.60

TYPEWRITING AND OFFICE PRACTICE

Dickson, L.	ADVANCED TYPEWRITING COURSE Parts 3 & 4 2nd ed.	Ryerson 1959	1.65
Roszell, et al.	APPLIED HIGH SCHOOL TYPEWRITING 2nd ed.	McGraw-Hill 1959	2.60
Felter, et al.	BASIC CLERICAL PRACTICE 2nd ed.	Gregg 1959 (McGraw-Hill)	5.30
Seggie, A.P.	BASIC TYPEWRITING, Part 1	Pitman 1963	2.50
Seggie, et al.	BASIC TYPEWRITING, Part 2	Pitman 1963	2.50
Seggie, et al.	BASIC TYPEWRITING, Complete 1st ed.	Pitman 1963	3.60
Wanous, et al.	BASIC TYPEWRITING DRILLS 3rd ed.	South-Western (Gage) 1959	1.35
McConnell, et al.	BASIC TYPING SKILLS 1st ed.	McGraw-Hill 1962	1.95
McConnell, et al.	BUILDING TYPING SKILLS, BOOK 1. 1st ed.	McGraw-Hill 1962	2.95
Bassett, et al.	BUSINESS FILING AND RECORDS CONTROL 3rd ed.	South-Western (Gage) 1964	2.95
Bowman, W.B.	BUSINESS LETTER TYPING 1st ed.	Gage 1957	1.65
Rahe, H.	BUSINESS LETTERS FOR TYPING 1st ed.	Pitman 1958	1.35
Smith, M.D.	CANADIAN FILING PRACTICE 1st ed.	Pitman 1957	1.50
Agnew, et al.	CLERICAL OFFICE PRACTICE 3rd ed.	South-Western (Gage) 1961	4.60
Sparling, A.E.	COMPLETE COURSE OF OFFICE PRACTICE 2nd ed.	McGraw-Hill 1964	2.35
Stuart, et al.	COMPLETE TYPEWRITING COURSE Revised	Copp Clark 1939	1.70
Grossman, et al.	HANDBOOK TO TYPISTS 2nd ed.	Pitman 1962	.85

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Roszell, et al.	HIGH SCHOOL TYPEWRITING 3rd ed.	McGraw Hill 1961	2.35
Meehan, et al.	HOW TO USE TEN-KEY ADDING MACHINES 1st ed.	McGraw-Hill 1955	1.90
Root, et al.	MEDICAL TYPING PRACTICE 1st ed.	Gregg 1962 (McGraw-Hill)	3.00
Moreland, P.A.	NEW COURSE IN TYPEWRITING 3rd Revision edition	Pitman 1964	2.25
Dickson, et al.	NEW ELEMENTARY TYPEWRITING 1st ed.	Ryerson 1955	1.50
Gregory et al.	OFFICE PRACTICE 2nd ed.	Ryerson 1956	1.85
Hill, et al.	OFFICE PRACTICE FOR STENOGRAPHERS 2nd ed.	Pitman 1962	2.00
Wanous, S.J.	PERSONAL TYPEWRITING 1st ed.	South-Western (Gage) 1959	3.80
Lloyd, et al.	PERSONAL TYPING 2nd ed.	Gregg 1959 (McGraw-Hill)	3.90
Wanous, S.J.	PERSONAL AND PROFESSIONAL TYPING 2nd ed.	Gage 1962	3.70
Kahn, et al.	PROGRESSIVE FILING 6th ed.	McGraw Hill 1955	3.90
Mount, et al.	PROGRESSIVE TYPEWRITING SPEED PRACTICE 2nd ed.	Gregg 1961 (McGraw-Hill)	2.25
Agnew, et al.	SECRETARIAL OFFICE PRACTICE 6th ed.	Gage 1960	4.60
Moreland, P.A.	SENIOR SECRETARIAL PRACTICE 3rd ed.	Pitman 1961	
Dickson, et al.	SENIOR TYPING AND OFFICE PRACTICE 1st ed.	Ryerson 1962	2.75
Wanous, S.J.	STATISTICAL TYPING 2nd ed.	Gage 1956	1.05
Grubbs, et al.	SUSTAINED TIMED WRITINGS 2nd ed.	Gregg 1960 (McGraw-Hill)	2.25

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Reimer, et al.	TABULATION, ELEMENTARY AND ADVANCED	Pitman 1958	1.70
	THIRTY TYPING TESTS 1st ed.	Pitman 1960	.30
Lessenberry, et al.	TWENTIETH CENTURY TYPEWRITING ADVANCED COURSE 7th ed.	Gage 1960	2.50
Lessenberry, et al.	TWENTIETH CENTURY TYPEWRITING ELEMENTARY COURSE 7th ed.	Gage 1960	2.50
Hakes	TYPEWRITING SPEED STUDIES 3rd ed.	Gregg 1938 (McGraw-Hill)	2.05
Lloyd, et al.	TYPING POWER DRILLS 1st ed.	Gregg 1956 (McGraw-Hill)	1.90
Liles, et al.	TYPING MAILABLE LETTERS 1st ed.	Gregg 1960 (McGraw-Hill)	2.55
Lloyd, et al.	TYPING SKILL DRIVES 1st ed.	Gregg 1960 (McGraw-Hill)	1.80
Moreland, P.A.	TYPEWRITING AND OFFICE PRACTICE 3rd ed.	Pitman 1961	2.50
Moreland, P.A.	TYPEWRITING FOR PERSONAL USE 1st ed.	Bitman 1962	1.50

REFERENCE BOOKS

Russon, A.R.	BUSINESS BEHAVIOUR 3rd ed.	South-Western (Gage) 1964	3.00
Newman, et al.	CANADIAN BUSINESS HANDBOOK 1st ed.	McGraw-Hill 1964	7.35
Whitcomb, et al.	CHARM FOR THE BUSINESS WOMAN 1st ed.	Gregg 1964 (McGraw-Hill)	7.55

REFERENCE BOOKS

Doris, et al.	COMPLETE SECRETARY'S HANDBOOK 2nd ed.	Prentice Hall	7.25
Carney	ETIQUETTE IN BUSINESS - Text	Gregg 1948 (McGraw-Hill)	6.55
MacGibbon, E.	FITTING YOURSELF FOR BUSINESS 4th ed.	Gregg 1961 (McGraw-Hill)	6.50
Newton, et al.	HOW TO IMPROVE YOUR PERSONALITY 3rd ed.	Gregg 1963 (McGraw-Hill)	4.60
Sferra, et al.	PERSONALITY AND HUMAN RELATIONS 2nd ed.	Gregg 1961 (McGraw-Hill)	4.30
Laird, et al.	PRACTICAL BUSINESS PSYCHOLOGY 3rd ed.	Gregg 1961 (McGraw-Hill)	6.50
Turner	PRIVATE SECRETARY'S MANUAL, The 3rd ed.	Prentice Hall	7.25
Larsen, et al.	REFERENCE MANUAL FOR OFFICE EMPLOYEES 4th ed.	Gage 1959	1.45
Place, et al.	ROAD TO SECRETARIAL SUCCESS, The 1st ed.	Gregg 1954 (McGraw-Hill)	6.25
Lasser, J.K.	STANDARD HANDBOOK FOR ACCOUNTANTS 1st ed.	McGraw-Hill 1956	21.70
Hutchinson, L.	STANDARD HANDBOOK FOR SECRETARIES 7th ed.	McGraw-Hill 1956	5.45
Locklear, E. Jr.	YOUR FUTURE IN ACCOUNTING	Richards Rosen 1963 (Burns & MacEachern)	3.75

TEACHERS' PROFESSIONAL BOOKS

Tonne, et al.	METHODS OF TEACHING BUSINESS SUBJECTS 2nd ed.	McGraw-Hill 1957	
Russon, et al.	PHILOSOPHY AND PSYCHOLOGY OF TEACHING TYPEWRITING 1st ed.	South-Western (Gage) 1960	4.20
Nolan, et al.	PRINCIPLES AND PROBLEMS OF BUSINESS EDUCATION 2nd ed.	South-Western (Gage) 1958	4.20

TEACHERS' PROFESSIONAL BOOKS

Mursell, J.	SUCCESSFUL TEACHING 2nd ed.	McGraw-Hill 1954	6.50
Fry, E.	TEACHING MACHINES AND PROGRAMMED INSTRUCTION 1st ed.	McGraw-Hill 1963	6.50
Crookses, M.	TOUCH TYPEWRITING FOR TEACHERS 3rd ed.	Pitman	3.25
Lamb, M. M.	YOUR FIRST YEAR OF TEACHING 1st ed.	South-Western (Gage) 1956	4.20

